

JOB DESCRIPTION**JOB TITLE: ACCOUNTING/HR ASSISTANT****Job Location:** *Advent Health Center Ice***Reports to:** Chief Financial Officer**Function Area:** Finance & Admin**Type:** Full-Time Hourly

The Accounting/HR Assistant will be responsible for performing a variety of accounting, administrative and clerical functions associated with the operation of the company. The ideal candidate for this position will have excellent communication skills and is comfortable working both alone and in a team environment.

MAJOR TASKS, RESPONSIBILITIES AND ACCOUNTABILITY

- Processing accounts payable including entering invoices in Quickbooks, verifying invoice approval and issuing checks and payments.
- Reconciling statements from vendors and researching discrepancies.
- Compiles reports on facility programming as requested.
- Assists CFO with preparation of financial reports as needed.
- Assists with bank statement reconciliations.
- Maintain confidentiality of all financial data.
- Helps conduct new hire orientation process including: confirming proper paperwork is completed, reviewing the employee handbook, building tours and introductions to management.
- Performs payroll functions including: processing bi-weekly payroll, answering employee questions, fixing processing errors, and distributing checks.
- Assists with the administration of benefit programs.
- Performs data entry for new hire paperwork.
- Maintains the integrity and confidentiality of human resource files and records.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and other employee celebrations.
- Maintains office supplies inventory and places orders as needed
- Manages employee uniform inventory and makes recommendations for orders as needed
- Perform basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Additional tasks as requested by management.

REQUIRED KNOWLEDGE AND ESSENTIAL SKILLS

- Able to multitask while receiving constant interruptions.
- Good communication, listening skills and organization skills.
- Excellent time management and able to work independently. Ability to complete tasks quickly.
- Computer skills including MS Office suite and Quickbooks.
- Critical thinking skills and the ability to problem solve.

MINIMUM QUALIFICATIONS

- Minimum of 21 years of age.
- All applicants must demonstrate an "I care" attitude.
- Strong organization skills: ability to establish and manage multiple priorities.

REQUIRED TRAINING

- Facility and Safety Orientation & SafeSport Certified. CPR, AED and First Aid Trained.
- Active Network training
- Website content management of company careers page.